

# U.S. MISSION, PAKISTAN - EMBASSY, ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-96

<b>OPEN TO:</b>	All Interested Candidates	<b>OPENING DATE:</b>	June 22, 2011
<b>POSITION:</b>	<b>Travel Clerk</b> , FSN-6; FP-8*	<b>CLOSING DATE:</b>	July 5, 2011
<b>POSITION NO:</b>	I-52375 & I-52376 ( <b>Two Positions</b> )		
<b>WORK HOURS:</b>	Full-time; 48 hours/week		
<b>SALARY:</b>	*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary) (Position Grade: FP-8 to be confirmed by Washington) *Ordinarily Resident: Rs.665,099 p.a. (Starting salary) (Position Grade: FSN-6)		

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking individuals for the positions of Travel Clerk in the General Services Office.

### **BASIC FUNCTION OF POSITION:**

The incumbent works as expeditor and provides meet and assist services at airport to all permanently assigned staff, TDYers and visitors, including VIPs and delegations; arranges permanent and temporary airport passes for DAO aircraft pilots, flight mechanics and other Mission personnel; arranges NOC for travel into Pakistan from Ministry of Foreign Affairs; makes hotel reservations; arranges foreign visas and Pakistani visa extensions for Mission employees; maintains filing system and responds to telephonic enquiries. Other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **QUALIFICATIONS REQUIRED**

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of twelve years of education is required.
- 2. EXPERIENCE:** Minimum two years of clerical/management experience is required.
- 3. LANGUAGE:** Level III (Good Working Knowledge) Speaking/Reading/Writing English and Level IV (fluent) Speaking/Reading/Writing Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must be able to deal tactfully and effectively with American and LE Staff personnel at the Mission, counterparts at airport, other missions, host country organizations, and host country officials.
- 5. ABILITIES & SKILLS:** Incumbent must have good customer service skills. Will be required to drive a USG vehicle; must have a valid Pakistani driver's license for car/jeep. Must have an ability to work on an irregular schedule and will often work round the clock. Must be computer literate in MS Office with good typing speed. This may be tested.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), the Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only short-listed candidates will be contacted for their test/interview.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 5, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.